

3.8 AMENDING AN EXISTING PERMIT

There are cases where once a permit has been approved, a change must be made to the permit. When possible, the system will allow the user to amend an issued permit. If a permit has been approved but not yet paid and issued, the payment must take place before the permit is amended.

Screen 1: The User's Home Page

If you have the appropriate security privilege, you will have a menu option named "Apply for an Amendment" on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.

Queue Statistics			
Total Permits in Queue:	0		
Oldest Permit in Queue:	N/A		
Total Permits Reviewed By Agents Today:	2		
Total Permits Approved by Agents Today:	2		
Total Permits Approved Overall Today:	6		

Transaction Queue			
Pending Junior Agent:			
Pending Senior Agent:			
Carrier Account Application			
1. (4)	6/13/05 05:13	REBEL FREIGHT	124567873
Carrier Account Application			
2. (4)	6/13/05 05:13	JOKERCORP	123211574
Carrier Account Application			
3. (4)	6/13/05 05:13	THEONHOLDCORP	1015
Pending INDOT Agent:			
Overweight Superload			
1. (5)	6/17/05 05:30	CAMBRIDGE SYSTEMATICS	FEIN: 000012345

Temporary Individual Queues			
Permit Service Account Application			
6/27/05 13:33	super	ROAN'S PERMITTING SERVICE 2	SSN: 010-47-6080
Carrier Account Application			
6/13/05 17:13	super	C DARK SIDE INTERSTELLAR CARGO	FEIN: 123456781

Screen 2: Permit Identification

On the next screen, the user is asked to enter the transaction number for the issued permit that is to be amended. The user also is asked for the type of amendment. Time extensions are only provided for trip permits.

Apply for Amendment - Microsoft Internet Explorer

Address: http://cvodev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/perm-app-online/amend.action?pageOrigin=sidebar

Indiana DEPARTMENT OF REVENUE MCS Home Logout Contact Us

Dashboard
Request Company Account
Apply for Permit
Apply for Amendment
Cancel An Application
Register for Special Weight
View Road Restrictions
View Application Status
Log/Review Supporting Documentation
Approve/Reject (Permit/Company)
Override Fees
View Approved Permit

Apply for Amendment

SW

[Help] [Manage Help]

Please Type in the Permit Number of the Permit to be Amended

Permit Number

Amendment Type

☐ Time Extension Request
☒ Change Request

Cancel Next

Click the “Next” button to continue.

Permit Changes

Based on the type of permit previously purchased, over the next screens the system will provide the data entry screens for the fields that are allowed to be changed. The screens are identical to those for the application process – the only difference is that the system knows that this is an amendment and will prevent fields to be changed if inappropriate.

Time Extensions

For a time extension, enter the permit number and select the time extension amendment type. Click the “Next” button. The following screen will be presented.

Apply For Amendment

[Help] [Manage Help]

Delivery Method	
Delivery Method	Online ▼
A \$0.00 fee will be added to the permit cost if you choose to have the permit delivered by fax.	

You will be able to specify that your amendment be delivered online or via fax. Click the “Next” button to continue.

The next screen will display the amendment details at the top, and at the bottom, you will be asked to agree to the conditions.

Apply For Amendment

[Help] [Manage Help]

Confirmation	
Application Status	Will be automatically approved
Cost	\$41.00

Oversize/Overweight	
PERMIT APPLICATION # 3371728897	Amends #8460934503
1st Amendment	Fee: \$41.00

** This is not an actual OSW Permit **

CONTACT INFORMATION	
Contact Name	Bob
Contact Phone	789-123-9870
Contact Email	bob@example.com

DELIVERY INFORMATION	
Delivery Method	Online
Delivery Fax	781-324-5555

APPLICANT INFORMATION	
Legal Name	CAMBRIDGE SYSTEMATICS
Type	Carrier
FEIN	000012345
USDOT	0009876
Physical Address:	100 Cambridgepark Dr Cambridge, Massachusetts 12345 USA
Mailing Address:	100 Cambridgepark Dr Cambridge, Massachusetts 12345 USA

I understand that I have to pay for this permit if approved;	
I will submit all/any supplemental information requested within 96 hours;	
This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor;	
The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. This permit is not valid unless signed by the driver(s). The driver's signature attests to the fact that the description of the vehicle and load is accurate and that the General Provisions and any Special Provisions have been read and understood by the driver.	
Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force;	
<input type="checkbox"/>	I attest that I have read and accept the terms set forth above.
<div>Previous Cancel Agree</div>	

Accepting the terms (small checkbox at the bottom left of the screen) and clicking the “Agree” button will display the successful submission screen. At this time, you will be directed to pay for the amendment.

Refunds

The refund for an amendment is based on the difference in cost between the original permit and the amendment. To access a refund voucher to obtain a refund, go to View an Issued Permit or Download and Print PDF Permit Image to find the permit. If the permit has a refund, it will be displayed as a negative amount in the fee column as shown below.

Issued Permit Applications

[\[Help \]](#) [\[Manage Help \]](#)

Click on the Permit Application's Transaction Number to see details.

[Download the General Provisions.](#)

Issued Applications					
ID	Permit Type Origin/Destination	VIN	Nickname /Unit Number	Fee	Start Date
4600684778	Oversize/Overweight OH170 to IL170	DFG23423400000	OSOW2	-\$42.60	Jan 31 2006

Previous

The negative fee amount is a link to a refund voucher. Clicking on the link will bring up the refund voucher in a separate window. The voucher will be pre-populated with the company information, the reason for the refund (in this case, oversize/overweight permit amendment), and the total amount of the refund. The voucher must be printed, signed, and mailed to the Department of Revenue.